

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 3204

General Subject: City Council and Administration

Date Issued: 04/11/2017

Specific Subject: Agendizing Items for
Discussion

Effective Date: 04/11/2017

Resolution No: 2017-R032

I. PURPOSE:

To establish policies and procedures for the City Council, or individual Council Members, to place items on City Council Agendas for consideration and action.

II. STATEMENT OF POLICY:

It is the intent of this Policy to establish an efficient and publicly transparent process for the City Council, or individual Council Members, to place items on a City Council Agenda they wish to bring to the attention of the other Council Members for formal discussion, and a follow-on process for subsequent action on the item(s).

Council Members have a desire and intent to afford each other the opportunity to individually bring forth, for serious consideration and deliberation, items or issues of general or specific concern regarding the welfare of the City, the residential and business communities, and the general public; and to provide sufficient time between the initial request and the scheduled discussion of the requested item in order to provide adequate opportunity for staff research and public notification.

In addition, staff members, through the City Manager, may have new information or new recommendations on previously approved Council agenda items, including new conditions or changed status requiring reconsideration of a previously discussed matter. Such items are best presented as "sponsored" by a Council member.

III. PROCEDURES:

A. Any (one) individual Council Member may request an item be agendized for future discussion and consideration by seeking support from at least two other Council Members at any City Council meeting to place a subject on a future agenda. In order to avoid any ambiguity or confusion on the record, this will require a voice vote of at least three Council Members voting "yes" to agendize the item.

B. There may be limited discussion, consisting of questions or clarifications concerning the item requested for placement on the agenda, but only to the extent such discussion is necessary in order for individual Council Members to determine whether or not to support the request.

C. If three or more Council Members agree to consider the requested item, it will be placed on and prepared for a subsequent meeting agenda, at which time the Council may fully discuss the matter and take action. Three votes to place an item on a future agenda does not indicate an implicit approval or denial of the agenda item itself.

D. When an item is agendized for future action, staff assigned by the City Manager shall research the topic in question in order to advise the Council Members of potential operational, legal, fiscal or other consequences prior to final action. If City Council determines it has enough information to discuss the matter, the City Manager shall immediately schedule the item for consideration at on the next available agenda.

E. Public notification of any scheduled agenda item shall be provided, as required by applicable laws and policies.

F. Once there has been a final action taken on an item that has been placed on an agenda pursuant to the process outlined in this Policy, a request to discuss the same item shall require a vote of at least three Council Members to be placed on a future agenda. This Section does not preclude a motion for reconsideration in accordance with parliamentary procedure.

IV. EXCEPTION:

Where a Council Subcommittee (Standing or Ad Hoc) has been created, that Subcommittee may request, through the City Manager, that an item be placed on a City Council Agenda, without the required third vote, provided the agenda item is related to the subject matter jurisdiction of that Subcommittee.

****This Policy supersedes Policy No. 3204 issued on February 10, 1992 by Minute Action.***